



GALLATIN HISTORIC DISTRICT COMMISSION

CERTIFICATE OF APPROPRIATENESS CHECKLIST

The Gallatin Historic District Commission has approved this checklist for the **East Main Street** and **Woodson Terrace Historic Districts** to assist homeowners in those Historic Districts identify when to apply for a Certificate of Appropriateness. **The checklist is not intended to be all-inclusive and homeowners should refer to the Design Guidelines for their Historic District and Contact the Planning Division before beginning any improvements.** A Certificate of Appropriateness may be required by the Historic District Commission for actions that it may not have anticipated and listed herein. If you have questions about whether your project will require a Certificate of Appropriateness, please call the Planning Division office at 452-5400, extension 355. Applications for Certificates of Appropriateness, Historic District Commission meeting schedules and agendas may be obtained on the Historic District website at www.gallatin-tn.gov (Departments/Planning & Zoning/Historic District Commission) or by visiting the Gallatin Planning Division in Room 201 Gallatin City Hall, 132 West Main Street, Gallatin, Tennessee.

NEW CONSTRUCTION

- Construction of any freestanding structure on any lot or addition to an existing structure (such additions would include carports, porches, and decks)
- Installation of pre-fabricated storage buildings, garages, or carports

ARCHITECTURAL FEATURES

- Replacement of irreparable architectural features with anything other than exact reproductions of the originals (examples of architectural features include but are not limited to pendants, brackets, fascias, friezes, architraves, and bargeboards)
- Replacement of missing original architectural features
- Introduction of architectural features

MATERIALS

- Replacement of building material (wood, brick, stone, etc.) with a different type of building material
- Repointing of masonry
- Sandblasting of brick and mortar
- Painting of stone
- Installation of vinyl siding

ROOFS

- Replacement of roofing material with a different type of roofing material
- Modification of roof pitch, configuration, or architectural features (architectural features include but are not limited to overhangs, cornices, rafters, brackets, finials, pendants, vents, and chimneys)
- Modification of the size and shape of dormers
- Introduction of dormers where none previously existed
- Installation of skylights

PORCHES

- Modification of original architectural features and shape: outline, roof height, and roof pitch (architectural features include but are not limited to columns, railings, balustrades, brackets, friezes, ceilings, floors, and steps)
- Replacement of porch materials with a different type of material
- Enclosing any side or front porch

DOORS

- Modification of the size, shape, and architectural features of exterior door openings (door architectural features include but are not limited to panels, trim hoods, transoms, side lights, and number and configuration of lights)
- Replacement of front doors with any other style of door
- Introduction of new exterior door openings
- Filling in of original door openings
- Introduction of storm doors with are **not** painted to match the door frame

WINDOWS

- Modification of the size, shape, and architectural features of existing windows (window architectural features include but are not limited to the number and arrangement of panes, sash, trim, aprons, hoods, and lintels)
- Installation of storm windows, which are **not** painted to match sash color
- Introduction of shutters where none had previously been installed
- Replacement of shutters when the new shutters do not duplicate the size and shape of the originals
- Introduction of new window openings
- Filling in of original window openings

LANDSCAPING

- Major pruning (particularly topping) of trees in front yards and side yards, which front the public right of way (emergency pruning necessitated by storm damage will **not** require a Certificate of Appropriateness)

LIGHTING

- Installation or replacement of freestanding lamp posts in front yards

APPURTENANCES

- Removal of low retaining walls in front yards
- Construction of low retaining walls in front yards
- Installation of any fence, which is visible from the street
- Construction of high, solid walls
- Installation of satellite dishes in front or side yards which are adjacent to a street
- Installation of satellite dishes which are **larger** than six feet in diameter
- Installation of satellite dishes constructed of polished metal or other reflective surfaces

RELOCATION

- Moving of a building from one site in the historic district to another within the district or removing a building from the district

DEMOLITION

- Tearing down of a building within the district